



1 NOV 1977

MEMORANDUM FOR: Acting Deputy Director for Administration

VIA : Director of Logistics

STATINTL FROM :
Acting Director of Personnel

SUBJECT : Budgeting for Physical Fitness Room
Expenses

1. The headquarters Physical Fitness Room was opened in September 1964. The costs of construction and initial equipment were borne by the Office of Logistics. Since that time general maintenance and repair and replacement of equipment have been paid by various funds (e.g., CEAF, Logistics, Personnel, and a no longer existent fund resulting from collected fees) depending on the cost and availability of funds.

2. We believe that upkeep of the Fitness Room should be treated more systematically in the future and expenditures should be budgeted for in advance. We therefore recommend the following as areas of financial responsibility:

- a. The Office of Logistics/GSA continue to fund the maintenance and repair of the exercise room, dressing rooms, showers, running track and physical plant in general.
- b. The Office of Personnel pay for supplies, the replacement and upkeep of exercise equipment, and the salary of the Fitness Room Supervisor.

3. It is requested that you approve the funding responsibilities for the Physical Fitness Room as stated in paragraph 2 above.

[Redacted Signature Box]

STATINTL

STATINTL
CONCUR:

[Redacted Signature Box]

11/11/77
Date

STATINTL
APPROVED:

[Redacted Signature Box]

for Administration

14 Nov 77
Date

DISAPPROVED:

Acting Deputy Director for Administration

Date

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STATINTL

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